

**Laffoon, Susan**

**From:** Goldsmith, Alan I.  
**Sent:** Thursday, November 06, 2003 4:55 PM  
**To:** Laffoon, Susan  
**Cc:** Buckner, Ronald  
**Subject:** RE: File Formats

Susan,

- 1) I'd say just send it as Word, and don't worry about LaTeX (which is a markup language)
- 2) I don't know what an EPS file is either, but I would think that if you save an image as a tif file, then when you paste it into Word it would remain as a tif. In any case, you could send along the original tif version of everything you pasted in.
- 3) I don't know why the deployment seems to have not been to everybody, but many people in RD&E got Adobe Acrobat 5.0 and Adobe Distiller in addition to Adobe Acrobat Reader 5.0 with their XP machines. I have it, and I don't recall having specifically asked for it.

Alan

-----Original Message-----

**From:** Laffoon, Susan  
**Sent:** Thursday, November 06, 2003 4:42 PM  
**To:** Goldsmith, Alan I.  
**Cc:** Buckner, Ronald  
**Subject:** File Formats

Alan and Ronnie,  
We're working on a manuscript that will be submitted to a journal. The journal (Regulatory Toxicology & Pharmacology) requires the following:

- do this in Paint*
- Electronic source files for the text and figures (graphs & tables) that can be used for publication. These must be in an editable format (Word or LaTeX only). Does anyone here use LaTeX?
  - Save all figures individually as TIF or EPS files. What are these? If I paste special into Word, there are options such as picture, enhanced metafile, etc., but I don't see TIF or EPS.
  - Include a single PDF version of the complete manuscript. I know that we read PDF files using Acrobat Reader, but how do you produce a PDF file?

I don't know what some of these file types are or how to get my manuscript into these files. Can you tell me what to do or who to talk to. I'm also going to talk to Ed Carmines (haven't been able to reach him today), since he has published a number of papers in similar journals.

Thanks,  
**Susan Laffoon**  
804-274-2426

11/7/2003

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